



STUDENT HANDBOOK 2012-2013

Sponsored by:

The Presbyterian Church of Jackson Hole

1251 South Park Loop Road

P. O. Box 7530

Jackson, WY 83002

(307)734-0388 ext. 111

Or (307) 739-9591

www.pcjh.org

Dear Parents,

What a blessing to have your child enrolled in Little Lambs Preschool. We have an incredible team at PCJH that is dedicated to these children and giving them the tools they need to grow into Christianity. We believe in passing on the faith!!

Our mission is to provide a loving environment that promotes the social, physical, intellectual and spiritual development for your child that encourages a sense of wonder and discovery in learning.

Our early education program consists of both indoor and outdoor activities, alternating active and quiet play, and a balance of child-directed and teacher-directed learning time. The children will explore science, art, music, cooking, Bible stories and verses as well as colors, shapes, and numbers. Our children enjoy seasonal parties throughout the year. We take occasional field trips to the library, elk refuge, wildlife museum, grocery store along with many other places. We have special visitors from the fire and police department to teach our children valuable safety skills.

I believe that God has established the church to carry out His purposes on this earth, and as a faith-based director, I would like to focus on families and your enrichment through following His purposes. Our staff is here to help develop the whole child and lead them through a wonderful journey.

Our staff is certified in infant/child CPR and first aid, and a complete background check is done. They receive training every year to meet and exceed the State of Wyoming requirements. With PCJH's Safe Church Policy, (introduced winter of 2012), we are committed to providing an annual educational opportunity to the families of PCJH regarding abuse as well as to all Little Lambs staff.

We are looking forward to a great year to watch them learn, share and grow. It is my desire to find the right balance for assisting you, the parents in developing your children through home life, school training and church experiences. Please contact me with any questions you may have, we are here to make this a very successful experience for your child.

Our Preschool is open to the public, serving families of all denominations.

Many Blessings,
Erin K. Abel
Director, Little Lambs Preschool
Presbyterian Church of Jackson Hole
Church: (307)734-0388 ext. 111
Cell: (706) 207-5025



The Presbyterian Church of Jackson Hole is committed to being an instrument through which God transforms our world one person at a time.

PCJH is committed to being a
 Christ-centered,
 Biblically based,
 Healthy congregation that welcomes all,
 Does its ministry and mission with excellence and
 is present in our community and world as salt and light.
*Our beliefs are reflective of the Reformed tradition from which
 our denomination, The Presbyterian Church (U.S.A) has grown.*

The Presbyterian Church of Jackson Hole is a community-based, Christian church. At PCJH you will find people from many denominational backgrounds... and none; some younger and those a bit older; the politically conservative and those who are liberal; richer folks and poorer folks; those from “born-again” experiences and others from an “actions speak louder than words” belief; some with a deep knowledge of the Bible and some with just a preliminary understanding of the scriptures. What holds us together is a heart of gratitude to God for the reality of God’s grace in our lives (this is why we gather), a desire to become more like Jesus, God’s Son and our Lord (this is the focus, or why we grow), and an active caring for our neighbor (we are committed to Go to make a Christ-like difference in our community and world). If this church family appeals to you we would love to have you join us!

INTRODUCTION

Little Lambs believes in the development of the whole child: spiritually, socially, emotionally, physically and intellectually. Communication, self-expression, creativity and growth of positive self image will be fostered.

We recognize that the development of the child is an individual process, so we will offer a stimulating and encouraging learning environment where each child can experience success. Individual and small group activities will be provided daily.

Little Lambs will hold fast to Christian principles such as honesty, mutual respect, and love, which will create a nurturing environment. We will encourage responsibility and self-control in the development of a strong character. Our goal is to instill in children a love of learning and a love for our Lord.

PROGRAM OVERVIEW:

Children enrolled in Little Lambs will:

- Achieve all Early Childhood Readiness Standards as developed by the Wyoming Department of Education
- Be challenged to love God and each other more
- Become more aware of God's presence in our world
- Develop a healthy self-image
- Improve their verbal, listening and perceptual skills
- Learn to accept and respond positively to others

SPECIFIC GOALS

Academic/Physical/Social/Emotional:

Children enrolled in Little Lambs will achieve all Early Childhood Readiness Standards developed by the Wyoming Department of Education, including sufficient progress in:

- Language
- Literacy
- Social and Emotional Development
- Approaches to Learning
- Mathematics
- Science
- Physical Health and Development
- Creative Arts

Spiritual:

Children enrolled in Little Lambs will learn:

- That God and Jesus love them and everyone
- That God gave us a special book called the Bible
- That God is everywhere
- That God is good
- That Jesus can live in their hearts
- That the Bible has important stories and principles in it
- That they can memorize scriptures from the Bible
- That they can serve Jesus by offering their gifts
- That they can talk to God through prayer

DAILY SCHEDULE

9:00-9:30	Stations
9:30-10 :00	Opening Circle/Story
10:00-10:25	AM Snack/ Restrooms
10:25-11:05	Outdoor Play/Gym
11:00-11:35	Bible Story/Craft
11:35-12:00	Stations
Little Lambs Toddler students will be picked up at 12:00	
12:00-12 :30	Restrooms/Lunch
12:30-1:00	Quiet Time
1:00-1:45	Outdoor Play
1:45-2:15	Science/Art Project
2:15-2:30	Math
2:30-2:50	Stations
2:50-3:00	Closing Circle/Praying

POLICIES

REGISTRATION

Parents or guardians may pick up a registration packet in the Little Lambs Head Teacher's office, located across from the nursery. Miss Erin K. Abel (Director) can answer any questions that you may have.

The registration process includes completing a small packet of information, a non-refundable fee of \$100.00, as well as providing the child's immunization record or an exempt form from the state if immunizations have not been given. Out of the \$100.00 Registration fee, \$50.00 will be **credited** back to your Child's Tuition on their first invoice in September. **Your child will not be registered if any of this information is missing.**

We have based our registration policies as listed below on the current policies of the Teton County School District regarding a child's kindergarten acceptance date. The Teton County School District will not enroll a child in kindergarten unless they are 5 years old on or before September 15th of the current school year. There are no exceptions to this rule. Therefore, if your child is one year out of kindergarten according to the TCSD policy, we will enroll your child in our Pre-Kindergarten Class. If your child is two years out of kindergarten according to the TCSD policy, we will enroll your child in our Preschool Class. If your child is three years out of kindergarten according to the TCSD policy, we will enroll your child in our Toddler Class. We will strictly adhere to this policy.

Class registration will be as follows:

- If your student will be **two years old by September 15th** of the upcoming school year AND is working towards or fully toilet-trained, he/she will be placed in the **Toddler Class**.
- If your student will be **three years old by September 15th** of the upcoming school year AND is fully toilet-trained (some accidents are to be expected), he/she will be placed in the **Preschool Class**.
- If your student will be **four years old by September 15th** of the upcoming school year AND is fully toilet-trained, he/she will be placed in the **Pre-Kindergarten Class**

We are currently offering before care for the Toddler class and before and after care for the Preschool and Pre-Kindergarten classes (10 maximum spots for before/after available). We **must** have a minimum of 4 students in before care and a minimum of 5 students in after care in order to keep the before and after care programs during the 2012-2013 school year. If the minimum number of students is not enrolled for the before and after care program by Friday, April 13, 2012, we will not be able to offer before and after care.

The tables below show tuition amounts with before and/or after care options and without:

Toddler Group

# of days per week	Tuition Per month
3 half days per week (M-W-F 9-12)	\$430.00
3 half days per week with before care (M-W-F 7:30-12)	\$514.00
2 half days per week (T-TH 9-12)	\$287.00
2 half days per week with before care (T-TH 7:30-12)	\$343.00

Preschool Group

# of days per week	Tuition per month
3 full days per week (M-W-F 9-3)	\$564
3 full days per week with before care only (M-W-F 7:30-3)	\$648
3 full days per week with after care only (M-W-F 9-5:30)	\$684.00
3 full days per week with before and after care (M-W-F 7:30-5:30)	\$768.00
2 full days per week (T-TH 9-3)	\$376.00
2 full days per week with before care only (T-TH 7:30-3)	\$432.00
2 full days per week with after care only (T-Th 9-5:30)	\$456.00
2 full days per week with before and after care (T-TH 7:30-5:30)	\$512.00

Pre-Kindergarten Group

# of days per week	Tuition per month
3 full days per week (M-W-F 9-3)	\$564
3 full days per week with before care only (M-W-F 7:30-3)	\$648
3 full days per week with after care only (M-W-F 9-5:30)	\$684.00
3 full days per week with before and after care (M-W-F 7:30-5:30)	\$768.00
2 full days per week (T-TH 9-3)	\$376.00
2 full days per week with before care only (T-TH 7:30-3)	\$432.00
2 full days per week with after care only (T-Th 9-5:30)	\$456.00
2 full days per week with before and after care (T-TH 7:30-5:30)	\$512.00

A sibling discount will be offered. Parents/guardians who have more than one child attending will receive 10% off of the second child's tuition. Also if your child attends all 5 days you will receive a 10% discount. **NOTE:** June is not a full tuition month- you will be billed only for the days we operate in that month only. Little Lambs follows the TCSD calendar, if they have no school for that day, Little Lambs will also be out of school. Christmas, Spring Break and Holidays are factored into tuition prices. Full Tuition will be due during these times.

TUITION/ PAYMENT

Tuition payments are due the 1st of each month. We accept cash, check, or credit card payment with either Visa or MasterCard. Unfortunately, we are unable to accept American Express.

In fairness to all Little Lambs participants, and to insure payment, we will record your credit card information at the beginning of the school year. If we have not received full payment for your child's tuition by the 10th of the month, we will charge your credit card for the amount owing.

If the credit card charge is denied, you will be notified. You will have until the 15th of the month to make the full payment for the tuition. If tuition is not paid in full by the 15th, your child will no longer be able to attend Little Lambs.

Payments should be dropped off to Erin Abel in the Little Lambs head teacher office, located just inside the north entrance on the left. A mailbox is placed outside the door. Please make checks payable to “PCJH—Little Lambs.” If you wish to mail your payment, send it to:

PCJH
Attn: Little Lambs
PO Box 7530
Jackson, WY 83002

CANCELLATION POLICY

When we enroll your child, our expectation is that your child will complete the entire school year with us. If you need to cancel your child’s enrollment with Little Lambs you must notify Erin K. Abel at (307)734-0388 ext 111 or at eholmes@pcjh.org a minimum of one month in advance. Unless the enrollment was terminated at Little Lamb’s request, you will be required to pay full tuition up until the last day your child is enrolled.

ATTENDANCE

If your child will be unable to attend class, please call your child's teacher (number will be provided upon enrollment) or Erin K. Abel at (307)734-0388 ext 111.

Each day, you will be asked to sign your child in and out. This helps to maintain your child’s safety. Only individuals listed on the registration form may pick your child up. If someone else is going to pick up your child and he/she is not listed on your registration form, you must call your child's teacher or Erin to inform us or you must write the name and relationship of the person on the sign-in sheet that morning.

Please plan on arriving at or just before 9:00 am every morning your child is to be in attendance. Late arrivals are disruptive to the class and your student will miss out on important academic components every morning that they arrive late.

Please plan to pick your student up at 12:00 pm or at 3:00 pm promptly, depending on when your child’s class ends. If a parent/guardian is regularly late picking up their child, we will begin charging \$10.00 for every five minutes the child remains in our care. This policy is in place because our teachers have other responsibilities after class is over that will not allow for staff supervision of your student(s) after class is over.

BIRTHDAYS

Birthdays are a wonderful celebration in the life of a child. Sending healthy birthday treats for the entire class is welcomed and encouraged to note their special day. Please contact the teacher if you would like to send a special treat to school.

CALENDAR

Little Lambs will follow Teton County School District #1's calendar as closely as possible. Special days, such as parent/teacher conferences and holidays will be noted in your student's monthly calendar. A copy of the TCSD calendar for 2012-2013 school year can be found online at www.tcsd.org.

CLOTHING

Please send your child in clothes that are comfortable and seasonally appropriate. Students should also have a change of clothes in a grocery bag marked with their name to leave in the classroom at all times.

During the winter months, please make sure that your child comes with the "Big 5" as we will be venturing outdoors if the weather permits. THE "BIG 5" ARE:

1. HAT
2. GLOVES/MITTENS
3. SNOW PANTS
4. COAT
5. BOOTS

Please do not send your child in jewelry or expensive clothing. Some of the activities that we will be completing will be messy, so items may become soiled.

COMPLAINT PROCEDURES FOR REPORTING CONCERNS

If a concern arises, parents or other caregivers should first communicate with your child's teacher. Please express very specifically your concern, along with actions that you wish to be taken to correct it. Follow up with the teacher to ensure that actions have been taken.

If the issue is not rectified after discussing it with the teacher, please report your complaint to the following individuals in the following order:

Erin K. Abel, Director, Little Lambs Preschool

Work: (307)734-0388 ext. 111

Cell: 706-207-5025

littlelambs@pcjh.org

Diane McGee, Administrative & Program Coordinator

Children, Youth, and Family Ministries Department

Office: (307)739-9591

dmcgee@pcjh.org

Pastor Ben Pascal

Associate Pastor at Presbyterian Church of Jackson Hole

P.O. Box 7530

Jackson, WY 83002

Office: (307)734-0388

Pastor Paul Hayden
Lead Pastor at Presbyterian Church of Jackson Hole
 P.O. Box 7530
 Jackson, WY 83002
 Office: (307) 734-0388

If you wish to report a concern to the Department of Family Services, please contact:

State of Wyoming
Department of Family Services
 Attn: Ro Jean Haug, Early Childhood Development
 Hathaway Building
 2300 Capitol Avenue
 Cheyenne, WY 82002-0490
 (307)777-5491
<http://dfsweb.state.wy.us/>
rhaug@state.wy.us

CURRICULUM

Children will be challenged in a variety of ways by the curriculum that has been developed for Little Lambs. Students will receive academic instruction every day, and will meet all Early Childhood Readiness Standards that were developed by the Wyoming Department of Education. Students will have center time, which fosters social development each day. Students will also have outdoor recreation time each day weather permitting. Bible stories will be explored each day using First Look preschool curriculum which uses engaging activities to introduce children to God and teaches 3 key components: God Made Me, God Loves Me and Jesus Wants to Be My Friend. Through First Look, our teachers are also teaching memory verses from the bible. The project/activity will be provided every day, with the express objective of extending the academic or biblical theme of the week, which is loosely in accordance with the PCJH liturgical teachings. Time will also be provided for additional children's literature and musical expression.

This year, students will participate in Chapel Time once a week. Students will attend an age-appropriate worship service in our Chapel once every week as a class. This is another opportunity for us to introduce Christian faith and principals to your child.

Prek teachers use the Get Set For School from Handwriting Without Tears curriculum for math, language, literacy and writing skills. Preschool and Toddler classes also use additional manipulatives and songs developed by Handwriting Without Tears to encourage a consistent academic flow throughout all Little Lambs classrooms.

DISCIPLINE

Children will actively develop a list of acceptable as well as unacceptable behaviors during the first week of school. Students will also gain a clear understanding of consequences for unacceptable behaviors. Unacceptable behaviors are ones that are potentially harmful, disruptive, or aggressive.

Students will receive positive guidance as a first step to prevent any unacceptable behaviors. Positive behavior will be modeled and rewarded. Proximity will also be used to enhance students' positive decision-making. When a child simply needs redirection, it will be offered in a positive, helpful way.

EMERGENCIES

If an emergency should arise, we will notify parents in the order indicated on the registration form. Please make any changes to this form promptly, especially if a phone number changes.

If parents have an emergency while their child is at Little Lambs, they are asked to call (307)734-0388 and ask for Erin.

FIELD TRIPS

At times, we will be leaving our classroom to experience things, such as the library or fire station. A permission slip is included in the registration packet. Field trips will be noted in your student's monthly calendar/newsletter.

Parents are invited to come along whenever possible. Children who are not enrolled at Little Lambs are not allowed to attend field trips unless they are siblings of Little Lambs students and a parent of both the student and sibling is attending the field trip also. Please notify teachers two weeks in advance of the field trip if you will be bringing a sibling along.

HOURS OF OPERATION

We offer **before and after care** for your little one. Our building will be open at 7:30 am for drop-off and pick up will be at 5:30 pm. Before and after care is an extra cost to the Little Lambs Tuition, **please see Tuition Table** on page 7 of this handbook. There must be (4) or more children signed up for the before and (5) for the after care for this program to be sustainable for Little Lambs. If there is less than (4) children in the before care and (5) children in the after care will be cancelled.

Little Lambs **Toddler Group** hours are Monday, Wednesday and Friday from 9 am to 12 noon and Tuesday and Thursday from 9 am to 12 noon. This group will have eight students and two teachers.

Little Lambs **Preschool Group** hours are from 9 am to 3 pm on Monday, Wednesday and Friday and from 9 am to 3 pm on Tuesday and Thursday. These groups will have nine students each and two teachers.

Little Lambs **Pre-Kindergarten Group** hours are from 9 am to 3 pm on Monday, Wednesday and Friday and from 9 am to 3 pm on Tuesday and Thursday. These groups will have nine students each with one teacher.

If you have further questions or concerns the director and teachers are available by appointment.

ILLNESS/MEDICATION

To prevent the spread of infection, children will be asked to stay at home when they are ill. If your child has any of the following symptoms, please keep him/her home:

- Blood in urine
- Diarrhea
- Difficult or rapid breathing
- Fever of 101° or above
- Pink eye
- Sore throat with fever
- Severe coughing
- Severe pain or discomfort
- Skin rashes lasting more than one day
- Suspicions of chicken pox, pertussis, measles, mumps, rubella, or diphtheria
- Swollen joints or visibly enlarged lymph nodes
- Untreated head lice or nits
- Untreated scabies
- Vomiting
- Yellowish eyes or skin
- Lice

Students must have been symptom-free and/or have been taking a prescription antibiotic for a full 24 hours before returning to school after a contagious illness. Parents/guardians will be notified immediately when a child has symptoms requiring exclusion from care. Symptomatic children will be separated from other students and directly supervised until the parent/guardian arrives.

Medication will **not** be given to children. Please dispense it either before or after class. If it is essential, parents will be allowed to come to the classroom and dispense it themselves.

Parents/guardians will be asked to complete a consent form authorizing topical applications such as sunscreen, bug-spray. This form is included in the registration packet. Because students will be spending time outdoors on most days, parents/guardians are asked to please apply sunscreen to their child **BEFORE** they are left at school, and teachers will re-apply as needed.

In the event your child obtains lice, you must complete 2 full treatments and provide us with a physician's statement **BEFORE** your child returns to Little Lambs.

IMMUNIZATIONS

You must provide a copy of your child's immunization record when you register. An Immunization form must be submitted before your child is enrolled at Little Lambs. Each child must be properly immunized against all preventable diseases before starting school or have an exempt form from the state.

LOST AND FOUND

Little Lambs is not responsible for lost items. Please label anything that your child brings to school to help aid with identification. Our Lost and Found box is located in the Fellowship Hall.

NUTRITION/SNACKS

If your child is a toddler and attends only twice a week, please provide one SMALL snack per day (two per week). If your child is a preschooler or pre-kindergartener, please provide one snack per day (3 snacks per week) and a healthy lunch. Little Lambs will continue to offer milk every day at all snack times. It will help us organizationally if you separate your student's snacks from their lunch and place it in a separate bag (Ziploc or brown paper are fine) with your student's name on it.

Please send only healthy snacks and lunches that are low in sugar content. It goes without saying that cookies, chips, soda, and candy would not be great choices.

Appropriate snack items include:

- *All types of fruit including applesauce, fruit cups, and dried fruit
- *All types of vegetables
- *Small muffins
- *Beef jerky
- *Pretzels
- *Granola bars
- *String cheese
- *Cheese & crackers
- *Graham crackers

PARENT/TEACHER COMMUNICATION

Parents are always welcome to approach the teacher if a question or concern arises. Upon enrollment, we will provide a PCJH Contact Information sheet including specific phone numbers and e-mail addresses of teachers and pertinent staff.

Progress Evaluations will be held at approximately the same time as Teton County School District holds theirs: November and March. At that time, your child's progress will be explored as well as any questions answered.

SCHOOL SUPPLIES AND OTHER ITEMS

Each child is responsible to bring the following on the first day of school.

- 1 large box of Kleenex
- 1 box of baby wipes
- 1 bottle of Elmer's glue
- 1 roll of paper towels

Please remember that labeling your child's belongings helps our staff keep the Lost and Found box empty. Please do not send gum, candy, jewelry, money, or toys to school with your child. Weapons of any kind (even pretend) are not allowed.

WEATHER

Little Lambs will close on days when Teton County School District cancels classes due to weather. Every effort will be made to contact parents if this should arise. We will not take students outside if the temperature is deemed too cold or the weather deemed too inclement by the staff.

PARENT INVOLVEMENT

As always, we encourage parents to be an integral part of not only their child's home life but their faith development and their life at their second home, Little Lambs. Visitations are always welcome.

We desire to have our parents support Little Lambs not just financially, but with their time and talents. It is our philosophy that it is important for parents to be committed to sustaining this program through volunteering within the Little Lambs program or within the Presbyterian Church itself.

We require each family to volunteer 2 hours of their time/talents a month to our program or the church that supports it. Each month opportunities will be listed on a sign up sheet for such things as party planning, field trip transportation, bulletin boards, newsletters, fundraising, planning Family Fun Nights, etc. We feel that parents being actively involved in their child's education and faith development in this way models the value of service.

We would also encourage parents to become involved in attending activities other than Little Lambs which are also sponsored by our Children's Ministry Department that build the skills of Passing on the Faith within the home.

A final note... Little Lambs is proud to be a Christian faith-based preschool that teaches the Word of God and Godly love and behavior to children. It is imperative that all parents understand that those same Godly behavioral expectations also apply to parents. As a team of seasoned educators, we have seen many instances over the years of parents acting in ways that would not be pleasing to God "for the sake of their child." Behavior not in alignment with our standards will not be tolerated here at Little Lambs and parents can expect to be spoken to about any instances that are hurtful or disrespectful to any child, staff or other parents. If that destructive parental behavior continues, your child may be asked to leave the program.

Thank you for being involved in Little Lambs Pre-school. We look forward to Passing on the Faith to your child.